



Regional Transit

SACRAMENTO REGIONAL TRANSIT DISTRICT
PROCUREMENT SERVICES DEPARTMENT
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NOTICE OF INVITATION FOR BIDDERS

GENERAL INFORMATION, CONDITIONS AND INSTRUCTIONS FOR BIDDERS

FOR

UNIFORM RENTAL AND LAUNDRY SERVICE

2019147

OCTOBER 2019

NOTICE OF INVITATION FOR BID

Sacramento Regional Transit District (SacRT) announces that it will seek bids for the work entitled:

UNIFORM RENTAL AND LAUNDRY SERVICE

Sealed bids for Uniform Rental and Laundry Service must be submitted through SacRT's PlanetBids Vendor Portal. no later than **2:00 p.m., Wednesday, October 16, 2019, Pacific Local Time** at which time bids will be publicly opened and read.

General work description: to provide garment rental, purchase of industrial laundry items and laundry services. Contractor's obligation to perform the initial fitting activities will commence upon Contract execution, with the laundry and rental services starting October 15 and continuing for 5 years.

It is SacRT's policy that Small Business Enterprises ("SBEs") (defined as a business that has been certified as a small business by the California Department of General Services or any other public agency that certifies small businesses under applicable laws), will have the maximum opportunity to participate in the performance of this Contract. To further that policy, SacRT will provide a 5% price preference to Bidders meeting the 25% SBE participation goal set for this Contract. Prospective Bidders are encouraged to call SacRT's DBE Liaison Officer at (916) 556-0151 for assistance in identifying SBEs available for solicitation to participate in this Contract. See Attachment 2.

SacRT hereby notifies all Bidders it will affirmatively ensure that, in regard to any contract entered into pursuant to this solicitation, all contractors will be afforded full opportunity to submit a bid in response to this invitation and will not be discriminated against based on race, color, creed, sex, disability, age, or national origin in consideration for an award.

Bid Documents for this project can be obtained through SacRT's PlanetBids Vendor Portal. Calls regarding the Bid Documents should be directed to Sue Gonzales, Senior Procurement Analyst (Temp) at (916) 556-0471 or TDD 483-HEAR (4327). The current planholders list can be viewed through SacRT's PlanetBids Vendor Portal at <http://www.sacrt.com/procurement/default.aspx>.

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1.0 GENERAL CONDITIONS AND INSTRUCTION TO BIDDERS

1.1 BID AND CONTRACT FORMS

Sealed bids for Uniform Rental and Laundry Service must be submitted through SacRT's PlanetBids Vendor Portal no later than 2:00 p.m., Wednesday, October 16, 2019, Pacific Local Time at which time bids will be publicly available.

Bids will be publicly opened and available for viewing at SacRT's PlanetBids Vendor Portal on the due date and time specified in this section. Subject to SacRT's right to reject any and all bids as it may deem proper, the Contract will be awarded to the lowest responsible and responsive Bidder within 90 calendar days after bid opening.

All Bids must be clearly and distinctly written without erasure or interlineation, and properly signed on the signature line by Bidder's authorized officer, who must indicate the capacity in which the signature is executed. Bid Forms can be found in Section 6.0. The following forms must be submitted through SacRT's PlanetBids Vendor Portal by each Bidder and must be completed and submitted in English.

- Bid Declaration
- Bid Pricing Form
- Receipt of Addenda
- List of Principals and Officers
- Interests and Gratuities Certification
- SBE Participation Certification
- Certificate of Compliance With Drug-Free Workplace Act

Prior to Contract award, the lowest responsive and responsible Bidder must submit a Campaign Contribution Disclosure Form disclosing any campaign contributions in the aggregate of more than \$250 made by the Bidder or its agents to any SacRT Board member within 12 months preceding issuance of this Invitation for Bid.

1.2 RESPONSIBLE BIDDER

In determining whether a Bidder is responsible, consideration will be given to the following factors:

- A.** The ability, capacity and skill of the Bidder to perform the Contract or effectuate the transaction, without delay;
- B.** The character, integrity, reputation, judgment, experience and efficiency of the Bidder; and
- C.** The quality of Bidder's performance on previous contracts with, or purchases by, SacRT.

1.3 CONDITIONAL/ALTERNATE BIDS

Alternate bids, partial bids, or those that take exception to the Bid Documents or any portion thereof, will be considered nonresponsive and will be rejected unless specifically requested in this Invitation for Bid (IFB). Unauthorized conditions, limitations or provisions attached to a Bid may render it nonresponsive. Any Bid conditioned, in whole or in part, on the revision or omission of any requirement or provision in any part of this IFB, or based on any substitution for an item specified herein that has not been approved by SacRT as described in Section 1.8 below, or any other requirement or provision not contained in this IFB may be considered nonresponsive and may be rejected by SacRT.

1.4 WAIVER/ADDENDA/BID POSTPONEMENT

SacRT reserves the right to waive any informalities or minor irregularities in connection with Bids received, and to cancel this Invitation for Bid (IFB) or to reject any and all Bids.

SacRT reserves the right to revise or amend this IFB up to the time set for Bid Opening. Such revisions, if any, will be announced only by written addenda. Copies of such addenda will be furnished to all Bidders that received a copy of this IFB from SacRT. If addenda are required, the date set for Bid Opening may be postponed by the number of days necessary to enable Bidders to revise their Bids as determined by SacRT. In any case, the Bid Opening will be at least 5 calendar days after issuance of the last addendum. The addendum will include an announcement of the new date, if applicable, for Bid Opening.

SacRT also reserves the right to postpone the Bid Opening for its own convenience. Such postponement will not be more than 30 calendar days following the deadline for Bids.

SacRT reserves the right to reject all Bids if SacRT deems it to be in its best interest to do so. Failure of Bidder to comply with any of the requirements of this IFB may result in rejection of the Bid as non-responsive. SacRT reserves the right to cancel award of the Contract for the work of this IFB at any time before execution of the Contract by both parties when SacRT determines, in its sole discretion, that such cancellation is in SacRT's best interest.

SacRT is not liable for any damages stemming from rejection of all bids or cancellation of the contract award. Bidder hereby assumes sole risk and responsibility for all expenses incurred, including subcontract expenses, if any, prior to SacRT's execution of the Contract, and is not authorized to commence work or order materials until receipt of a duly-authorized Notice to Proceed issued by SacRT pursuant to the executed Contract.

1.5 LATE BIDS

SacRT assumes no responsibility for delay of electronic bid submission that results in the late arrival of any Bid. Bidder is solely responsible for ensuring that its Bid is delivered on or before the Bid deadline in the manner set forth in Article 1.1.

SacRT will only consider electronic Bids timely submitted through SacRT's PlanetBids Vendor Portal. Late Bids will not be accepted.

1.6 WITHDRAWN BIDS

Bids may not be withdrawn after the time set for Bid Opening, except as otherwise specified herein. A Bid may be withdrawn prior to the date and time set for Bid Opening on PlanetBids or by written request for withdrawal of the Bid filed with Sue Gonzales, Senior Procurement Analyst (Temp), 2816 N Street, Sacramento, CA 95816. The request must be executed by Bidder or its duly-authorized representative. Bidder must execute a withdrawn Bid form to document that the Bid was returned to Bidder as of the date set out on the form. The withdrawal of a Bid does not prejudice the right of Bidder to submit a new Bid.

1.7 DISCUSSION OF BID DOCUMENTS

Prospective Bidders may make appointments with SacRT's Procurement staff to discuss the Bid Documents. This, however, does not relieve Bidder from submitting the written, documented requests required by paragraph 1.8 below.

All contract with SacRT regarding the IFB must be made only with Procurement staff. Attempts to contact any other individual at SacRT with regard to this procurement may result in disqualification from competing in this procurement.

Oral or informal explanations or instructions given before the award of the Contract are not binding. Any information given to a prospective Bidder will be provided to all prospective Bidders in a written addendum to this IFB, if such information is necessary to Bidders in submitting bids or if the lack of such information would be prejudicial to uninformed Bidders.

1.8 REQUEST FOR CLARIFICATION/APPROVED EQUALS

- A.** Requests for clarification of the Bid Documents, including the Technical Specifications, and requests for the substitution of approved equal items must be submitted in writing to Sue Gonzales, Senior Procurement Analyst (Temp), no later than 5 working days (M-F, excluding SacRT holidays) before the Bid due date. Any protest relating to restrictive specifications must be fully supported by evidence that the substitute offered is equal to or better than the Technical Specification requirement.
- B.** SacRT will respond to any request under the foregoing paragraph in writing, within 5

working days before Bid due date. Any change in the Bid Documents will be effected by the issuance of an addendum.

1.9 BID PRICE

All prices on the Bid Pricing Form must be in U.S. dollars. Unit prices must include all costs for the services to be provided with overhead, profits, insurance and all other costs included.

Bids are to be quoted exclusive of applicable California state and local sales taxes. SacRT will furnish a Federal Excise Tax Exemption Certificate, if applicable, and pay applicable California state and local sales tax.

1.10 MATHEMATICAL ERRORS

In determining the amount bid by each Bidder, SacRT may disregard computations that contain obvious mathematical errors in addition, subtraction, multiplication, and division that appear on the face of the Bid Pricing Form. When such mathematical error(s) appear(s) on the face of the Bid Pricing Form, SacRT may, but will not be obligated to, correct any such error and compute the total amount bid by said Bidder on the basis of the corrected figure or figures to determine which Bidder has submitted the lowest Bid.

When an item price is required to be set forth in the Bid and the total price for the item does not agree with a figure that is derived by multiplying the item price by the estimated quantity of work to be performed for said item, the item price will prevail over the total extended price for the item. The total to be paid for each item will be based upon the item price and not the total extended price for the item. If the Bid contains only a total extended price for the item, and not the item price, SacRT will determine the item price by dividing the total price for the item by the stated estimated quantity of work to be performed for said item.

1.11 BID DELIVERY

All Bids must be submitted to SacRT no later than the date and time specified herein through SacRT's PlanetBids Vendor Portal.

1.12 NONCOLLUSION

No Bidder may be interested in more than one Bid in response to this IFB.

1.13 WAIVER OF IRREGULARITIES

SacRT reserves the right to waive any informalities or minor irregularities in connection with Bids received, to cancel this IFB, or to reject any and all Bids.

1.14 SINGLE BID/COST AND PRICE ANALYSIS

If a single Bid is received, SacRT may conduct a price and/or cost analysis of the Bid in accordance with the Federal Transit Administration (FTA) Regulations, if applicable. A price analysis is the process of examining the Bid and evaluating the separate cost of elements. Bidders must recognize that a price analysis through comparison to other similar contracts must be based on an established or competitive price of the elements used in the comparison. The comparison will be made for the purchase of a similar quantity and involving similar requirements. Where a difference exists, a detailed analysis will be made of this difference and costs attached thereto. SacRT reserves the right to reject a single Bid with or without a cost analysis.

1.15 DETERMINATION OF LOW BID

Unless all Bids are rejected, the Contract will be awarded to the responsible Bidder submitting the lowest responsive Bid. The lowest Bid will be determined by the Total Bid Price stated on the Bid Pricing Form in Section 6.

1.16 EQUAL BIDS

If 2 or more Bids are the same amount for a certain Bid item and are the lowest responsible and responsive Bids, SacRT will determine by lot which Bid will be accepted, subject to SacRT's right to reject all Bids.

1.17 CONTRACT AWARD

In its sole discretion, SacRT will, within 90 days after the Bid Opening, award the Contract to the lowest responsible and responsive Bidder, as determined under Section 1.16, or reject all Bids.

1.18 FIRM PRICE

All bids must remain in effect for 90 calendar days from the date of bid opening.

1.19 LEGAL STATUS

Bidder must complete and submit the Bid Declaration Form in Section 6. If Bidder is a corporation, it must indicate the state in which it is incorporated. In addition, if bidding as a joint venture/partnership, Bidder must furnish, within three business days before the Bid submittal deadline, any documents it has filed with the County Recorder or Secretary of State and any joint venture/partnership agreement.

1.20 EXECUTION OF CONTRACT/CONTRACT PARTS

This IFB, any addenda, and the Bid Forms will be deemed a part of the Contract Documents. Within 20 calendar days after receipt of the Contract, Bidder must sign and

return the Contract to SacRT. The Contract must be signed by a person or persons authorized to Contractually bind the Bidder. If Bidder is a corporation, the Contract must be signed by 2 authorized officers as set out under California Corporations Code Section 313. SacRT may require written evidence of the contracting authority of the person(s) signing the Contract.

Upon showing of good cause, SacRT may extend the time for Bidder to execute the Contract and provide the necessary documents for a period not to exceed 30 additional calendar days. If the lowest responsive and responsible Bidder does not properly sign and return the Contract and provide the required documents within the specified time period, as it may be extended by SacRT, SacRT may elect to award the Contract to the next-lowest Bidder at any time within the Bid validity period.

1.21 INSURANCE REQUIREMENTS

Bidder, by submission of its Bid, attests that it can provide evidence of all the insurance requirements listed in Attachment 1 of this Section. Additionally, Bidder, at Bidder's sole cost and expense, and for the full term of any Contract resulting from this IFB or any renewal thereof, must obtain and maintain at least all of the minimum insurance requirements set forth in Attachment 1 of this Section prior to commencing any work or receiving payments therefore under this Contract.

1.22 FACILITIES AND EQUIPMENT

Except as set forth in Section 5.0, Contractor must, at its sole cost and expense, furnish all facilities and equipment that may be required to provide services pursuant to the Contract.

1.23 DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

Intentionally Omitted

1.24 SBE REQUIREMENTS

The SBE requirements are as set forth in Attachment 2 of this Section.

ATTACHMENT 1
INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

Contractor, at its sole cost and expense and for the full term of this Contract or any renewal thereof, must obtain and maintain all of the following minimum insurance and endorsement requirements prior to commencing any work and or receiving payments under this Contract:

- A. **COMMERCIAL GENERAL LIABILITY:** A policy on an occurrence form in an ISO form CG-00-01 or equivalent policy including on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **COMMERCIAL BUSINESS AUTO:** A policy on an occurrence form in an ISO form CA-00-01 with a minimum limit of not less than \$1,000,000 combined single limit for bodily injury and property damage, providing that coverages must be applicable to any and all leased, owned, hired (Code 8), or non-owned vehicles (Code 9) used in pursuit of any of the activities associated with this Contract.
- C. **A WORKERS’ COMPENSATION AND EMPLOYERS’ LIABILITY **** policy written in accordance with the laws of the State of California and providing coverage for any and all of Contractor’s employees:
 - 1. This policy must provide statutory coverage for Workers’ Compensation (Coverage A).
 - 2. This policy must also provide coverage for \$1,000,000 Employers’ Liability for each employee, accident and policy aggregate.(Coverage B).
***This requirement can be waived with a signed affidavit for sole proprietors and or if the Contractor will not employ any person in any manner so as to become subject to the Workers' Compensation Laws of California.*
- D. **ENDORSEMENTS:** The following endorsements are required to be added to the specified policies below:
 - 1. SacRT, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations, **for completed operations coverage**. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

If there is a self-insured retention (SIR) or liability deductible, the language of the endorsement must stipulate anyone can satisfy the SIR or liability deductible. Any SIR or liability deductible over the amount of \$25,000 must be pre-approved by SacRT. A copy of the actual endorsement must be included with the insurance certificate.

2. For any claims related to this Contract, Contractor's insurance coverage must be primary coverage at least as broad as ISO CG 20 01 04 13 as respects SacRT, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by SacRT, its officers, officials, employees, or volunteers will be excess of Contractor's insurance and shall not contribute with it.
3. Contractor hereby grants to SacRT a waiver of any right to subrogation which any insurer of said Contractor may acquire against SacRT by virtue of the payment of any loss under such insurance. Contractor must obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not SacRT has received a waiver of subrogation endorsement from the insurer. Contractor's insurer must agree to waive the right of subrogation against SacRT for the following policies:
 - a) Worker's Compensation policy
 - b) General liability
 - c) Auto liability
4. Each of the required insurance policies must act for each insured, and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company.

E. SPECIAL PROVISIONS:

1. Insurance must be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to SacRT.
2. Self-insured retentions must be declared to and approved by SacRT. The SacRT may require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or SacRT. Contractor is solely responsible for payment of all deductibles and self-insured retentions.
3. The limits specified above are minimum limits that must be maintained by Contractor. If Contractor maintains higher limits, SacRT requires and is entitled to the higher limits maintained by Contractor. Any available insurance proceeds

in excess of the specified minimum limits of insurance and coverage must be available to SacRT.

4. If any of the required policies provide coverage on a claims-made basis:
 - a) The retroactive date must be shown and must be before the Contract date or the beginning of Contract work.
 - b) Insurance must be maintained and evidence of insurance must be provided **for at least 5 years after completion of work under the Contract.**
 - c) If coverage is canceled or non-renewed, and not replaced **with another claims-made policy form with a Retroactive Date prior to** the contract effective date, Contractor must purchase “extended reporting” coverage for a minimum of **five (5)** years after completion of work.
5. The foregoing requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of the insurance by the Board, SacRT, or their insurance consultant(s) are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to this Contract, including but not limited to the provisions concerning indemnification.
6. SacRT reserves the right to withhold payment to Contractor in the event of material non-compliance with the Insurance Requirements outlined above.

F. VERIFICATION OF COVERAGE: Contractor must furnish SacRT with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to SacRT before work begins. Failure to obtain the required documents prior to the work beginning does not waive Contractor’s obligation to provide them. SacRT reserves the right to require complete, certified endorsements required by these requirements at any time.

G. PROOF OF COVERAGE: All required ENDORSEMENTS must be attached to the CERTIFICATE OF INSURANCE, which must be provided by Contractor’s insurance company and or broker as evidence of the stipulated coverages, including any renewals during the term of the Contract, then mailed and or emailed to:

Sacramento Regional Transit District
Attn: Risk Analyst II – CN #2019147
PO Box 2110
Sacramento, CA 95812-2110

mseo@sacrt.com

Thirty days' prior written notice of cancellation must be given to SacRT in the event of a change in policy or cancellation of policy. All such notices must be sent to the address above.

ATTACHMENT 2
SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS

SMALL BUSINESS ENTERPRISE (SBE) REQUIREMENTS

Table of Contents

SBE REQUIREMENTS

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9. SBE DIRECTORY
10. SBE RECORDS

FORMS

- FORM 1 SBE Utilization Monthly Report Form*
FORM 2 SBE Utilization Final Project Report Form

SMALL BUSINESS ENTERPRISE REQUIREMENTS

1. GENERAL

It is the policy of SacRT that Small Business Enterprises (“SBEs”) (defined as a business that has been certified as a small business by the California Department of General Services or any other public agency that certifies small businesses under applicable laws), will have the maximum opportunity to participate in the performance of this Contract

To further that policy, SacRT will provide a 5% price preference to Bidders meeting the SBE participation goal set for this Contract.

2. GOALS APPLICABLE TO THIS CONTRACT

For this contract, SacRT has established the following participation goal for SBEs:

25% of the total Bid Price for SBE work

Bidders meeting this participation goal will be entitled to a 5% price preference in the evaluation process as further described below.

3. SBE SUBMISSION

If Bidder wishes to obtain a price preference for SBE participation, Bidder must submit, with its proposal, an SBE Participation Certification (Bid Form 4.12) containing the following information:

- A. The name and address and phone number of each subcontractor;
- B. The name of the certifying agency with date and/or number of current certification;
- C. A description of the work each subcontractor will perform;
- D. The dollar value of each proposed subcontractor;
- E. The corresponding % of total value of work to be awarded each subcontractor

The SBE Participation Certification must be accompanied by evidence that the SBE prime contractor and/or subcontractors listed on the SBE Participation Certification have been duly certified.

4. REVIEW PROCESS

A. Review of SBE Submissions

SacRT will review Bidder's SBE Participation Certification, if any, and determine:

- (1) that the SBE Participation Certification is complete and establishes Bidder's eligibility for a price preference; or
- (2) that the SBE Participation Certification is substantially complete, but clarification is needed to determine Bidder's eligibility for a price preference, including clarification about the commercially useful function the SBE will be performing; or
- (3) that the SBE Participation Certification is materially deficient.

B. Commercially Useful Function

Commercially useful function means:

- (1) The contractor or subcontractor is responsible for the execution of a distinct element of the work of the Contract; carrying out its obligation by actually performing, managing or supervising the work involved; and performing work that is normal for its business services and functions; and
- (2) The contractor or subcontractor is not further subcontracting a greater portion of the work than would be expected by normal industry practices.
- (3) The contractor or subcontractor is responsible, with respect to materials and supplies provided on the subcontract, for negotiating price, determining quality and quantity, ordering the material, installing (when applicable), and paying for the material itself.
- (4) A contractor or subcontractor will not be considered as performing a commercially useful function if its role is limited to that of an extra participant in a transaction, Contract, or project through which funds are passed in order to achieve the appearance of Small Business participation.

C. Request for Clarification

If SacRT determines that clarification is needed to verify Bidder's eligibility for the price preference, SacRT will request such clarification from Bidder. Bidder will have 3 working days after the request to provide the required

information. SacRT will not consider or evaluate any information provided by Bidder that is not directly responsive to the request for clarification.

D. Determination That SBE Participation Certification is Materially Deficient

SacRT may determine that the SBE Participation Certification is materially deficient. In the event the SBE Participation Certification is materially deficient, SacRT will notify Bidder of that determination and the reasons therefore, and give notice that the Bidder is not eligible for a price preference for this procurement. Bidder may protest the determination in accordance with the protest procedure set out in this ITB.

5. APPLICATION OF SBE PREFERENCES

This Contract will be awarded to the lowest responsive, responsible bidder using a price-based SBE preference. SacRT will apply a price preference for SBE participation in accordance with the Small and Local Business Program adopted by the SacRT Board of Directors.

In evaluating the Bids, SacRT will provide a 5% price preference to all Small Businesses and to Non-Small Businesses prime bidders that commit to meet a 25% Small Business subcontracting requirement. The preferences will be applied when a Small Business or Non-Small Business:

1. Has included in its Bid a certification to SacRT that it is a Small Business; or
2. Has included in its Bid a complete SBE Participation Certification; and
3. Has submitted a timely, Responsive Bid; and
4. Is otherwise determined to be a responsible Bidder.

6. COMPUTING THE SBE PREFERENCES

The 5% Small Business or Non-Small Business subcontractor price preference will be used for Bid evaluation purposes when either (i) there is at least one Small Business competing or (ii) there is at least one Non-Small Business competing that is subcontracting at least 25% of its Net Bid Price to one or more Small Businesses, and award of the Contract will be made to the lowest responsive, responsible bidder. The price preference will be computed and applied as follows:

1. The lowest, responsive and responsible Bid will be multiplied by 5%. The result of this calculation is the preference amount (Lowest Bid x .05 = Preference Amount).

2. The preference amount is subtracted from the Bid amount of any Small Business and any Non-Small Business that has committed to meet the 25% Small Business subcontracting requirement.
3. The price preference amount on any single bid will not be greater than \$250,000.
4. The Bids are re-ranked after applying the preference and the new lowest responsive and responsible bidder is determined

7. ELIGIBILITY/CERTIFICATION OF SBEs

SBEs must be certified as of the bid due date by either the California Department of General Services, or any agency that certifies small businesses using substantially the same criteria (excepting geographic qualifications). It is Bidder's responsibility to verify that SBEs are certified.

SBE certification forms and information regarding SBE certification can be obtained at the California Department of General Services website at <http://www.pd.dgs.ca.gov/smbus/default.htm> or by calling the California Department of General Services Office of Small Business and DVBE Services at (916) 375-4940.

8. SUBSTITUTION OF SUBCONTRACTORS AND SUPPLIERS

Any substitution of subcontractors and suppliers will be subject to SacRT's approval in its sole and absolute discretion.

Contractor must provide any and all information requested by SacRT to evaluate the substitution request. In addition, SacRT's approval may be conditioned, including the condition that an SBE subcontractor or supplier be replaced with another SBE subcontractor or supplier.

For public works (construction) contracts, the provisions of the Subletting and Subcontracting Fair Practices Act (Cal. Public Contract Code § 4100 et seq.) are also applicable to this bid. A bidder must list in its bid all subcontractors whose portion of the work is in an amount in excess of one-half of one percent of the bidder's total bid. This requirement is separately addressed in the bid specifications for construction contracts

9. SBE DIRECTORY

SacRT maintains a list of SBE professionals, contractors, and material/supply firms, which is available for use by Bidders and prime contractors to assist in meeting the SBE participation goal. Bidders are encouraged to refer to this Directory to locate potential SBE subcontractors. Listings of certified SBEs are also available at the

California Department of General Services website at
<http://www.pd.dgs.ca.gov/smbus/sbdvbelist.htm>.

10. SBE RECORDS

The successful Bidder must maintain records of all subcontracts entered into with certified SBE subcontractors and records of materials purchased from certified SBE suppliers regardless of tier. Such records must show: the name and business address of each SBE subcontractor and vendor; the certifying agency and number or date of the SBE certification; and the total dollar amount actually paid each SBE subcontractor or vendor. SBE prime contractors must also show the date of work performed by their own forces and the corresponding dollar value of such work.

Bidder must submit monthly records summarizing SBE activity (Form 1). In addition, copies of the records must be furnished to SacRT upon its written request. Upon completion of the Contract, a summary of these records must be prepared (Form 2).

A duly-authorized representative of Bidder must certify that the records are correct before final payment will be authorized by SacRT.

**MONTHLY REPORT, UTILIZATION OF SMALL BUSINESS ENTERPRISES (SBE)
FOR THE MONTH OF**

PROJECT NAME/NO.: _____
 CONTRACTOR: _____
 CONTRACT NO.: _____
 ADDRESS: _____

EXPECTED COMPLETION DATE: _____
 INITIAL CONTRACT BID AMOUNT: _____

NAME OF SBE		CONTRACT ITEM NUMBERS AND DESCRIPTION OF WORK PERFORMED/MATERIALS PROVIDED	CONTRACT PAYMENTS		COMMENTS
			SBE		
TOTAL THIS REPORT			\$		SBE utilization proposed at time of bidding (if none proposed, indicate "0") SBE _____ %
TOTAL TO DATE			\$		

*percentage of initial contract bid amount

I certify that the above information is complete and correct.

 Signature – SacRT Project Manager Date Contractor Representative Date:

2.0 BID PROTESTS

2.1 SCOPE OF PROTEST PROCEDURE

This Article specifies procedures for interested parties to protest the following SacRT staff actions:

- A. A written notice denying a bidder's or proposer's request for a change in a requirement in a solicitation document.
- B. A written notice to a bidder or proposer that it has been deemed non-responsive or not responsible.
- C. A written recommendation to the Board or General Manager/CEO to award a contract to a particular bidder or proposer.

Nothing in this policy will preclude or otherwise restrict the protest procedure specified in FTA's regulations on disadvantaged business enterprise.

2.2 EFFECT OF PROTEST ON CONTRACT AWARD OR BID OPENING

When a protest has been properly filed prior to Contract award, the Board or General Manager/CEO will not award the Contract prior to issuance of a final decision on the protest. When a protest has been properly filed before the opening of bids, bids will not be opened prior to the Board's or General Manager/CEO's decision on the protest.

2.3 RELEASE OF PROTEST INFORMATION

Materials submitted as a part of the protest resolution process will be available to the public except to the extent that:

- A. The withholding of information is permitted or required by law or regulation; and
- B. The information is designated proprietary by the person submitting the information to SacRT. If the person submitting material to SacRT indicates that the material contains proprietary material that should be withheld, a statement advising of this fact must be affixed to the front page of the material submitted and the alleged proprietary information must be specifically identified in the body of the materials wherever it appears.

2.4 MAINTENANCE OF PROTEST RECORDS

The General Manager/CEO, or his/her designee, will maintain a written record of each step taken in every protest. The record will list dates of each event and photocopies of all correspondence sent and/or received by SacRT pertaining to the

protest. These records will be retained for at least 3 years from the date each protest is resolved.

2.5 INCLUSION OF PROTEST PROCEDURES IN SOLICITATIONS

A copy of this Bid/Proposal protest procedure will either be included in every solicitation document issued by SacRT, or be referenced in every solicitation document issued by SacRT with a statement that a copy of this Protest Procedure will be provided immediately to all persons upon request.

2.6 WHO MAY FILE A PROTEST

Protests may be filed only by interested parties. Interested parties are defined as actual or prospective bidders or proposers for an SacRT Contract and subcontractors or suppliers at any tier whose direct economic interest would be affected by an award or failure to amend a Contract, a provision of the solicitation document, or a bid or proposal submitted to SacRT by a prime contractor, or by the interpretation of the provisions of such documents. Submission of a bid or sub-bid will be deemed a waiver of any protest to any provision of the solicitation documents that is not the subject of the protest, and entitle the bidder/proposer or sub-bidder/sub-contractor only to protest any subsequent recommendations/decisions of SacRT staff, the General Manager/CEO, or the Board to disqualify the bidder/proposer, reject its bid/proposal, or award the Contract.

2.7 TIME FOR FILING A PROTEST

Protest to any particular provision of any solicitation document must be received by SacRT no later than 10 working days prior to the date established in the solicitation document as the deadline for submittal of bids or proposals. Protests of a determination that a bidder or proposer is non-responsive or not responsible must be received by SacRT no later than 10 working days from the date of the letter providing notice of the determination. Protests of a staff recommendation to the General Manager/CEO or the Board pertaining to the award of a Contract must be received by SacRT no later than 10 working days from the date of the letter providing notice of the staff recommendation.

2.8 FORM FOR FILING A PROTEST

Protests must be addressed to the Regional Transit General Manager/CEO, 1400 29th Street (Box 2110), Sacramento, CA 95816 (95812-2110). Protests must be in writing and contain a statement of the ground(s) for protest. At least 3 copies of the protest and supporting documentation must be submitted by the protestor in the time and manner specified in this Article. The General Manager/CEO, or his/her designee, will provide notice, by telephone or by letter, to all bidders or proposers known to SacRT for the procurement that is the subject of the protest. Such notice will state that a protest has been filed with SacRT and identify the name of the

protestor. The notice must be given not more than 5 working days after receipt of a properly-filed protest. The notice will state that interested parties will receive further information relative to the protest only if they submit a written request to the General Manager/CEO.

2.9 SACRT'S PRELIMINARY RESPONSE TO A PROTEST

All SacRT responses to a protest will be issued in writing. The General Manager/CEO will designate an SacRT staff person who, not more than 10 working days after receipt of a properly filed protest, will prepare and mail the following information to the protestor and all interested parties requesting such information:

- A. A preliminary staff response to the protest including a brief explanation of the rationale supporting the response; and
- B. The proposed time, date and place of the meeting at which the protestor and SacRT staff will attempt to resolve the protest, if such a meeting is appropriate in the judgment of the General Manager/CEO.

Within 5 working days after the meeting SacRT will provide a further response to the protestor either upholding or modifying the preliminary staff response. Within 5 working days after the further response is mailed or, if no meeting is scheduled, within 10 calendar days after the date SacRT's first response was mailed, the protestor must give the General Manager/CEO written notice that the protest is withdrawn or, alternatively, that the protestor requests further consideration of the protest. If the protestor fails to deliver such notice to the office of the General Manager/CEO within the specified time, the protest will be deemed withdrawn.

2.10 FURTHER INVESTIGATION OF PROTEST

If a protest is not withdrawn pursuant to Section 2.9, the General Manager/CEO or his/her designee will further investigate the protest. The General Manager/CEO may contract for third-party consulting services to investigate a protest, when necessary. The General Manager/CEO may negotiate with the protestor and other interested parties to share the cost of such consulting services. As part of the investigation, the General Manager/CEO or his/her designee will establish reasonable times when SacRT, the protestor, and other interested parties will exchange all documents and arguments relevant to the protest.

Upon written request of the protestor, the General Manager/CEO may forward the protest and SacRT staff response to the Board (if the Board is the awarding authority) for decision without further investigation of the protest by the General Manager/CEO. If the General Manager/CEO elects to proceed without further investigation of the protest, the prior SacRT staff response will be the recommendation of the General Manager/CEO and the General Manager/CEO will proceed as set out in Section 2.12.

2.11 GENERAL MANAGER/CEO'S RECOMMENDATION OR DECISION

Following investigation, the General Manager/CEO will distribute to the protestor and all interested parties requesting such information, either a written decision, if the General Manager/CEO is the awarding authority, or a written recommendation that the General Manager/CEO will submit to the Board to resolve the protest, if the Board is the awarding authority. The General Manager/CEO's written decision is final. Upon issuance of the General Manager/CEO's decision, any interested party may appeal to a court of competent jurisdiction, if such forum exists, or file a protest directly with FTA if any resulting contract is funded by FTA. Within 5 working days after the date of the letter transmitting the General Manager/CEO's recommendation on the protest, the protestor must notify the General Manager/CEO in writing whether that the protest is withdrawn or that the protestor requests the protest continue to the Board for decision. If the protestor fails to submit such a notice, the protest will be deemed to be withdrawn and all proceedings will cease.

2.12 SUBMITTAL OF PROTEST TO THE BOARD

If the protest is continued to the Board for resolution, the protestor, and all interested parties requesting such information, will be notified of the date, time and place of the Board's hearing at which the protest will be considered; and the date that the protestor and other interested parties must submit written comments with respect to the recommendation. The date established by the General Manager/CEO for submittal of comments by the protestor and other persons will allow a reasonable period for rebuttal and may vary according to the complexity of the particular protest.

A copy of the agenda package sent to Board members prior to a protest hearing will be sent to the protestor and sent or made available to any interested person at least 5 working days before the hearing and will include the General Manager/CEO's recommendation and all written comments received from the protestor and other persons within the submittal period. If the General Manager/CEO has revised his/her recommendation since its distribution, a written description of the new intended decision and the reason(s) for revision will be sent to the protestor and sent or otherwise made available to any interested person.

2.13 BOARD OF DIRECTORS' DECISION

At the Board meeting scheduled for the protest hearing, the Board, in its discretion, may conduct the hearing and/or continue the hearing to a subsequent Board meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written recommended decision including findings of fact.

At the hearing, the Board Chair or hearing officer may announce procedural rules, including those that are reasonably necessary to preclude repetitious or irrelevant

testimony. SacRT staff, the protestor, and any interested party as defined in Section 2.6 may present evidence relating to the protest. If either party arranges for the use of a court reporter to transcribe the hearing, the other party must share the cost of transcribing the hearing if it requests a copy of the transcript.

If an impartial hearing officer conducts the hearing, the General Manager/CEO will provide written notice to the protestor, and all interested parties requesting such information, of the date, time and place of the SacRT Board meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the protestor must provide written comments for submittal to the Board. A copy of the documents pertaining to the protest that is provided to the Board with its meeting agenda will be sent to the protestor at least 5 days before the meeting.

In rendering its decision on the protest, the Board, in its discretion, may adopt the decision recommended by the General Manager/CEO, adopt the written recommendation and findings of fact prepared by a hearing officer, or adopt a separate decision. The protestor and all interested parties will be notified in writing of the final decision of the Board within 30 calendar days from the date of the Board meeting. Failure of the Board to reach a final decision or failure to send the written notification of the Board's decision within the prescribed time frame are grounds for any interested party to appeal to a court of competent jurisdiction, if such forum exists, or to file the protest directly with FTA for federally-funded Contracts.

2.14 FTA PROTEST APPEAL PROCEDURE

A protestor must file a protest with SacRT in accordance with this Article and the Board must deny that protest or fail to timely render a decision on the protest before a bidder or proposer may seek review by Federal Transit Administration, U.S. Department of Transportation (FTA), unless otherwise permitted under the FTA Third Party Contracting Circular (C.4220.1F, Chapter VII, or any successor thereto), and/or by a court of competent jurisdiction. All Board decisions, including a decision on a protest, are final and therefore appealable to FTA or a court of competent jurisdiction if such fora exists.

FTA will accept a protest when a protestor asserts that SacRT: (1) does not have a written protest procedure; or (2) has failed to follow its written protest procedure; or (3) has failed to review a complaint or protest. In addition, the FTA may accept a protest alleging a substantive violation of federal law or regulations if the FTA determines, in its discretion, that the appeal involves issues important to FTA's overall public transportation program. The FTA will refer alleged violations of state or local law or regulations to the state or local authority having proper jurisdiction.

The protestor must deliver its appeal to the FTA Regional Administrator for the region administering its Contract or the FTA Associate Administrator for the program office administering its Contract within 5 working days of the date when the protestor has received actual or constructive notice of the recipient's final decision.

Likewise, the protester must provide its appeal to the FTA Regional Administrator for the region administering its Contract or the FTA Associate Administrator for the program office administering its Contract within 5 working days of the date when the protester has identified other grounds for appeal to FTA. For example, other grounds for appeal include the recipient's failure to have or failure to comply with its protest procedures or failure to review the protest.

Requests for FTA review must be filed with FTA Region IX Administrator, and protesters must provide a copy to SacRT.

2.15 WAIVER OF DAMAGES

By submitting a bid/proposal or sub-bid/sub-proposal, each bidder/proposer and sub-bidder/sub-proposer agrees that in the event that it submits any protest to the terms of the solicitation documents or to any subsequent decision of SacRT staff, General Manager/CEO or Board, SacRT retains the discretion to reject all bids/proposals or to make no decision whatsoever. If the SacRT General Manager/CEO or Board rejects all bids/proposals for any reason, or if the General Manager/CEO or Board overrules any protest and awards the Contract, the protesting entity waives all claims, rights and causes of action for loss of anticipated profits from the Contract or any subcontract, regardless of whether SacRT's decision is subsequently invalidated by a court of law. SacRT will be deemed to have relied to its detriment on such waiver in deciding either to reject all bids/proposals or to award the Contract. Any attempted reservation of rights waived herein will be grounds to reject a bid or proposal as nonresponsive.

3.0 SAMPLE CONTRACT

SAMPLE CONTRACT FOR UNIFORM RENTAL AND LAUNDRY SERVICE

THIS CONTRACT is made and entered into on _____ 2019, by and between **SACRAMENTO REGIONAL TRANSIT DISTRICT**, a public corporation, ("SacRT"), and _____ a _____ corporation ("Contractor"), who agree as follows:

1. SCOPE OF WORK

Contractor must perform the services described in the Contract Documents (hereafter referred to collectively as "Services") in accordance with the terms and conditions set forth herein. The person designated to give and receive SacRT notices and other communications under Article 6 entitled, "Notices," will administer this Contract for SacRT. Contractor will not be compensated for any services rendered prior to issuance of a written Notice to Proceed.

2. CONTRACT DOCUMENTS

Each and every term, condition and provision of the Contract Documents is incorporated herein by reference as though set forth herein. The Contract Documents consist of each and every one of the documents hereinafter enumerated, and any conflict or discrepancy between any of the documents will be resolved in accordance with the order of precedence hereinafter enumerated:

FIRST: This Writing
SECOND: SacRT Bid Documents for Uniform Rental and Laundry Service, dated _____, (Exhibit 1) in the following order of precedence:
a. SacRT General Contract Provisions (Appendix A)
b. Special Conditions (Section 4.0)
c. Technical Specifications (Section 5.0)
d. Bid Forms (Section 6.0)
e. All other provisions of the Bid Documents, excluding the Sample Contract (Section 3.0)
THIRD: Contractor's Bid forms, dated _____ (Exhibit 2)

3. TOTAL CONSIDERATION

The total consideration payable to Contractor may not exceed the sum of \$ _____, unless an increase is approved in a signed written amendment to this Contract.

4. METHOD OF PAYMENT

- A. Contractor must reference No. 45000XXXX on each invoice. Contractor must remit an invoice monthly for review and approval by SacRT's Light Rail and Bus Maintenance Supervisors and SacRT's Bus Maintenance Superintendent and, if the Facilities option is exercised, to the Director, Facilities Maintenance, for all regular rental and laundry services at all sites assigned to Contractor, setting forth all Uniform Rental and Laundry Services (Services) provided in accordance with Contractor's Bid Pricing Form, (Exhibit 2) and the Technical Specifications (Exhibit 1). Each invoice is due no later than 30 days after completion of Services performed under this Contract.
- B. If Contractor's performance of the Services is satisfactory and in compliance with the Contract Documents, SacRT will pay Contractor for all amounts properly invoiced within 30 days after receipt, subject to the total consideration set out in Article 3. SacRT may withhold payment and/or deduct from the amount owned for any of the following conditions:
1. The Services do not conform to the requirements set out in the Contract Documents;
 2. A stop notice has been properly filed;
 3. Contractor persistently fails to perform; and/or
 4. Withholding is required by law or by this Contract.
- SacRT may withhold payment of all or part of the amount invoiced by Contractor until the foregoing conditions are remedied to SacRT's satisfaction.
- C. If SacRT disputes payment of any item on the invoice for one or more of the reasons set out above, SacRT may deduct that disputed item from the payment, but will not delay payment for the undisputed portions of the invoice. The amounts and reasons for such deletions will be documented to Contractor within 30 calendar days after receipt of the invoice by SacRT.
- D. Unless otherwise agreed, payment against invoice will be delivered by first class mail through the facilities of the US Post Office, postage prepaid, addressed to the applicable party in the manner set forth in Article 6. Payment against invoice will be deemed to be made in Sacramento, California, whether or not payment is addressed to a different location or delivered in another manner.

5. TERM

This Contract will begin on the effective as of the Notice to Proceed date (“Effective Date”) as to the initial fitting and preliminary activities, with the laundry and rental services commencing October 15, 2019, and will expire October 14, 2024 later, unless sooner terminated for convenience or breach as set forth in the Contract Documents.

6. NOTICES

All notices and other communications under this Contract must be in writing and are deemed to have been duly given (i) on the date of delivery, if delivered personally to the party to whom notice is given, or if made by facsimile or email directed to the party to whom notice is to be given at the facsimile number or email address listed below, or (ii) at the earlier of actual receipt or the second business day following deposit in the United States mail, postage prepaid. Notices and other communications must be directed to the parties at the addresses shown below. A party may change its person designated to receive notice, its facsimile number, email address, or its mailing address from time to time by giving notice to the other party in accordance with the procedures set forth in this Article.

SacRT Light Rail: Sacramento Regional Transit District
Attn: Brian Dunn
P.O. Box 2110
Sacramento, CA 95812-2110
Phone: (916) 826-4904
Email: bdunn@sacrt.com

SacRT Bus: Sacramento Regional Transit District
Attn: John Robison
P.O. Box 2110
Sacramento, CA 95812-2110
Phone: (916) 321-2917
Email: jrobison@sacrt.com

SacRT E-Tran: Sacramento Regional Transit District
Attn: Matthew Mibach
P.O. Box 2110
Sacramento, CA 95812-2110
Phone: (916) 321-2831
Email: mmibach@sacrt.com

CONTRACTOR:

Phone:

Fax:

Email:

7. **AMBIGUITIES**

The parties have each carefully reviewed this Contract and have agreed to each term of this Contract. No ambiguity is presumed to be construed against either party.

8. **INTEGRATION**

This Contract embodies the entire agreement of the parties in relation to the scope of work herein described and no other understanding, whether verbal, written or otherwise, exists between the parties.

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Executed as of the day first above dated.

**SACRAMENTO REGIONAL
TRANSIT DISTRICT**

By: _____ By: _____
Name: HENRY LI
Title: General Manager/CEO

By: _____
Name: _____
Title: Approved as to Legal Form

FID: _____
By: _____
SacRT Attorney

PLEASE NOTE:

Pursuant to California Corporations Code Section 313, **this Contract must be signed by two corporate officers, one from each group: 1) the Chair of the Board, President, or Vice President; AND 2) the Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer.** If the corporation has adopted a resolution authorizing listed person(s) to bind the corporation or to delegate their binding authority to another person, such person(s) may sign the Contract **if** a copy of that resolution and the written delegation of authority, if applicable, is provided to SacRT and the Secretary or Assistant Secretary certifies that the resolution is valid and in full force and effect.

4.0 SPECIAL CONDITIONS

4.1 DRUG-FREE WORKPLACE PROGRAM

To the extent the work required under this Contract is performed on property owned or controlled by SacRT, Contractor must comply with the "SacRT Drug & Alcohol Abuse Policy", a copy of which is available upon request.

A. DRUG-FREE WORKPLACE

1. Definitions.

As used in this clause, "Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 C.F.R. Section 1308.11-1308.15;

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance;

"Drug-free workplace" means the site(s) for the performance of work done by Contractor in connection with a specific contract at which employees of Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance;

"Employee" means an employee of Contractor directly engaged in the performance of work under an SacRT contract. Directly engaged is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact of involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

2. Contractor, if other than an individual, shall within 30 calendar days after award of contract (unless a longer period is agreed to in writing for contracts of 30 calendar days or longer performance duration), or as soon as possible for contracts of less than 30 calendar days performance duration:

- a. Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the

actions that will be taken against employees for violations of such prohibition;

- b. Establish an ongoing drug-free awareness program to inform such employees about:
 - i) The dangers of drug abuse in the workplace;
 - ii) Contractor's policy of maintaining a drug-free workplace;
 - iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (2)(a) of the clause;
- d. Notify such employees of the statement in writing, required by subparagraph (2)(a) of this clause that, as a condition of continued employment on this contract, the employee will:
 - i) Abide by the terms of the statement; and
 - ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction.
- e. Notify SacRT in writing within 10 calendar days after receiving notice under subdivision (2)(d)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
- f. Within 30 calendar days after receiving notice under subdivision (2)(d)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:
 - i) Take appropriate personnel action against such employee, up to and including termination; or
 - ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement, or other appropriate agency.

- g. Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (a) through (f) of this clause.
3. Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of this contract.
4. In addition to other remedies available for Contractor's failure to comply with the requirements of paragraphs (2) or (3) of this clause may, pursuant to 48 C.F.R. Part 23.506, render Contractor subject to suspension of contract payments, termination of the contract for default, and suspension or debarment.

4.2 OPTIONS

SacRT is seeking option pricing from Bidders for Uniform Rental and Laundry Services for its Facilities Department. This option may be exercised at the time of Contract award or at any time during the Contract term through an amendment to the Contract.

5.0 TECHNICAL SPECIFICATIONS

5.1 GENERAL

SacRT is requesting bids for uniform rental, industrial laundry items and laundry services for a 5-year period. SacRT intends to award a contract to the lowest responsive and responsible bidder. The prices on the bid form for Year 1 pertain to the first 12 months after October 15, 2019; Year 2 applies to the second 12 months after October 15, 2019, and so forth.

SacRT may, at its discretion, require progress meetings. These meetings may include a committee of SacRT management, IBEW-represented employees, E-Tran Employees represented by the ATU, and Contractor.

Contractor must provide and launder the following items as part of the Uniform Rental and Laundry Services:

1. 100% Cotton Denim Pants or Equivalent Fire Resistant Garments, as selected by SacRT for the applicable group (Bus Maintenance, Facilities, Light Rail Heavy Repair and Maintenance)
2. 100% Cotton Denim Pants or Equivalent Fire Resistant Garments, as selected by SacRT for the applicable group – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”
3. 100% Cotton Work Pants or Equivalent Fire Resistant Garments as selected by SacRT for the applicable group with Safety Striping for E-Tran Personnel (Navy)
4. 100% Cotton Shirts or Equivalent Fire Resistant Garments as selected by SacRT for the applicable group with Safety Striping for E-Tran Employees (Navy)
5. 100% Cotton Shirts or Equivalent Fire Resistant Garments as selected by SacRT for the applicable group (Light Blue or International Orange, as selected by employee, for Bus Maintenance, Facilities, Light Rail Heavy Repair and Maintenance)
6. 100% Cotton Shirts or Equivalent Fire Resistant Garment (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel” as selected by SacRT for the applicable group
7. 100% Cotton Coveralls or Equivalent Fire Resistant Garments as selected by SacRT for the applicable group for Bus Maintenance (Light Blue)
8. 100% Cotton Coveralls or Equivalent Fire Resistant Garments as selected by SacRT for the applicable group for E-Tran Employees (Navy Blue)
9. Floor Mats – Carpet/Rubber Back (Blue or with Safety Message - 3’ x 5’, as selected by SacRT)
10. Floor Mats – Carpet/Rubber Back (Blue or with Safety Message - 4’ x 6’, as selected by SacRT)
11. Floor Mats – Carpet/Rubber Back (Blue or with Safety Message - 3’ x 10’, as selected by SacRT)
12. #2 Red Shop Towel
13. Terry Towels
14. Microfiber Towels - General Purpose

15. Microfiber Towels - Glass Cleaning
16. Dust Mop (36")
17. Dust Mop (48")
18. Large Wet Mop Heads

Contractor must also launder the following items for SacRT as part of the Uniform Rental and Laundry Service, as requested by SacRT:

1. NOG Terry Towels – General Purpose
2. NOG Work Jackets
3. Work Jackets purchased by SacRT from Contractor

Contractor must also provide the following installation and delivery services to SacRT as part of the Uniform Rental and Laundry Services, as requested by SacRT:

1. Install SacRT logos on Not Our Goods (NOG) employee work jackets
2. Install E-Tran logos on NOG employee work jackets
3. Install SacRT logos on NOG coveralls
4. Install E-Tran logos on NOG coveralls
5. Deliver work jackets purchased by SacRT from Contractor, with SacRT logos and reflective striping, to Bus Maintenance employees located at 1323 28th Street.
6. Deliver work jackets purchased by SacRT from Contractor, with E-Tran logos and reflective striping to E-Tran employees located at to 10250 Ironrock Way.
7. Deliver work jackets purchased by SacRT from Contractor, with SacRT logos but no reflective striping, to Light Rail employees located at 2700, 2750 and 2760 Academy Way.

5.2 INITIAL FITTING/MEASUREMENTS

- A. Contractor must measure and fit SacRT's employees and is responsible for the resulting fit of the garments for all 3 shifts at all locations. If SacRT determines the garments to be poorly fitted, Contractor must, upon notification from SacRT, make satisfactory adjustments at no additional cost to SacRT. All 100% cotton garments or equivalent fire resistant garments must be preshrunk. Contractor must replace, at no additional cost, any garments that do not fit as a result of shrinkage. Contractor must provide garments cut for the gender preference (male or female) expressed by the individual being fitted. The initial fitting and any subsequent fittings for new employees must be completed within 5 working days from the date SacRT notified Contractor that fitting was required. The cost of initial fitting/set up at the beginning of Contract must be included in the bid price. Contractor must indicate the cost to set up or add a new employee to the laundry service contract in the space provided on the bid sheet. The cost indicated must include the set up fee, and any costs for labels, logos, and name tags. Contractor must also provide a "fit-kit" to be kept at each site.

- B. The garments in the initial issue and any subsequent issues must be all new, clean, unwashed, unworn and delivered to SacRT within 10 working days from the date the employee was measured.

5.3 QUALITY/PERFORMANCE STANDARDS

- A. All garments furnished by Contractor either as an initial issue and/or as a replacement garment must be of the type specified by SacRT, new, clean, unwashed, and unworn, and properly fitted to SacRT's satisfaction.
- B. Each rental garment must have a clearly definable in-service date.
- C. All rental garments/items must at all times be maintained in good repair and in usable and presentable condition. Contractor must inspect all garments turned in for cleaning and repair all broken or damaged buttons, zippers, and repair minor tears. Contractor must also supply SacRT with a brightly colored repair tag to indicate that a garment requires repairs or alterations and have a garment repair tracking system. The cost of repairing damaged garments due to normal wear and tear must be included in the weekly garment rental cost identified in the Bid Pricing Form. SacRT will not pay for garments that are not clean and maintained in good condition or are otherwise, in SacRT's sole determination, unsatisfactory to be worn in public. All garments returned after cleaning or replacement garments must be neatly pressed, placed on hangers, and either hung on clothing racks or, depending on the location, hung in contractor provided lockers.
- D. All Contractor-supplied microfiber glass cleaning towels must be laundered separately and not with items that may contain grease or oil.
- E. Contractor must clean all soiled uniforms and laundry items in accordance with all applicable local, state, and federal environmental and public health laws and regulations.
- F. Garments and other industrial laundry items must be picked up and delivered once per week from each location specified. SacRT and Contractor will select a day of the week agreeable to both parties. Once the day is agreed to, service will occur on the same day each week. If a scheduled service date(s) needs to be permanently or temporarily rescheduled, Contractor must give a minimum of 48 hours' advance notice to SacRT to discuss any such change and to agree to a new delivery schedule.
- G. Contractor must furnish locked hampers with key locks to be placed at SacRT locations in designated areas. Contractor and SacRT representatives will determine the cost for replacing damaged locks. Contractor must provide master keys for the hampers to designated SacRT supervisors.
- H. Contractor must furnish lockers to be placed in designated areas at 2700 Academy Way, Sacramento, CA 95815 and 1323 28th Street, Sacramento, CA 95816 and 10250 Ironrock Way, Suite 200, Elk Grove, CA 95624 and

1400 29th Street, Sacramento, CA 95816. Contractor must deliver laundered garments to each location and place them in individual lockers.

- I. Contractor must deliver laundered garments to 2750 and 2760 Academy Way, Sacramento, CA 95815 and hang them on clothing racks in designated areas.
- J. Contractor must use an inventory tracking system based on a bar code, radio frequency chips, or other method approved by SacRT. The inventory system must be able to track, on a weekly basis, the quantity of commercial laundry items picked up and delivered as well as the number and type of garments picked up and delivered for each employee. The inventory system must be able to assign a unique identity code to each employee garment with a clearly definable in-service date. At the time of delivery/pickup at each delivery location, an SacRT-designated employee must witness the pickup/delivery counting and must receive and sign a copy of an inventory pickup/delivery ticket. The inventory/delivery ticket must, at a minimum, identify the delivery location and itemize the quantities and types of items being picked up and delivered.

Contractor must provide an exception list with every delivery. All items that are removed by Contractor from the normal cleaning process for repair and/or replacement must be tracked on the exception list. When delivered, the previously-removed items must be bundled separately with the exception list noted, and be checked by an SacRT designated employee upon delivery.

Replacement garments for those garments removed from the normal laundering process must be delivered by Contractor to the applicable delivery location by the next scheduled delivery.

With the exception of items requiring repair or replacement, all items picked up must be returned the following week. Items sent out for repair must be returned within two weeks of pickup. Excluding items sent for repair, any garments missing from the regular delivery, including any new or replacement garments, must be delivered within 24 hours from the regular delivery date.

- K. The minimum acceptable level of service for this contract will be a 90% satisfactory completion rate for the deliveries of all garments/items to each delivery location. Acceptable performance levels will be rated on number of shortages, repairs, replacements and new garments delivered as required by the Contract terms and whether all are garments/items returned in a clean and acceptable condition.

5.4 NORMAL WEAR, LOSS AND DAMAGE

- A. Contractor must replace, at no charge to SacRT, rental garments and other industrial rental laundry items covered by this Contract that become

damaged, worn out, or otherwise deemed by SacRT, in its sole and reasonable discretion, to be unacceptable due to normal wear and tear . There will be no predetermined length of time that an employee must wear any rental garment before a replacement is made. If a garment or other item is in an unacceptable condition, SacRT will notify Contractor why the garment/item is unacceptable. Contractor must promptly replace the unacceptable garment/item, at no charge to SacRT. If there is an unsettled dispute regarding the unacceptability of a garment/item, the decision will be made by SacRT's Procurement Department and such decision will be final and binding.

- B. SacRT will reimburse Contractor for rental garments and other laundry items rendered unfit for use due to an SacRT employee's negligence and/or lost or stolen while in SacRT's possession.
- C. The garment replacement cost will be based on the flat rate replacement cost for the garment as specified in the bid pricing forms.. There will be no replacement charge for garments that have been in service for over 24 months.
- D. The replacement cost for other laundry items will be specified by Contractor on the bid pricing forms.

5.5 NAME PATCHES, LOGOS, COMPANY NAME

Contractor must supply, permanently attach, and maintain two embroidered or screen printed patches for each employee shirt or coverall. One patch must have the employee's first name and identification number and second patch will show the wording Regional Transit or E-Tran, as applicable. Patches must have a white background with navy trim and lettering. Contractor must include the cost of these items in the rental fee (for existing employees) or set up price (for new employees), as applicable.

5.6 UNIFORMS

Contractor must issue each employee 15 sets of uniforms. A uniform set may be either one pair of 100% cotton or equivalent fire resistant garment coveralls or one pair of heavy weight, 100% cotton denim jeans or equivalent fire resistant garment or 100% cotton work pants or equivalent fire resistant garment and one 100% cotton work shirt or equivalent fire resistant garment, as selected by SacRT or the employee for the applicable group . Uniform sets for Wayside "Line Personnel" must be fire resistant (FR) and arc-flash rated. Employees have the option to choose either long or short sleeve shirts or any combination of long and short sleeve shirts, and a variety of colors, where applicable, with a combined total equaling 15 shirts. The uniforms must be supplied on a cycling system where there are always 7 uniforms being cleaned, 7 uniforms ready for wear and 1 uniform clean and in reserve. Rental and laundry charges for the uniforms are on a flat rate of 7 uniforms per week, per employee, whether turned in or not.

5.7 UNIFORMS FOR OPTIONAL SERVICES FOR FACILITIES

Contractor must issue each employee 11 sets of uniforms. A uniform set is one pair of heavy weight and one 100% cotton or equivalent fire resistant garment work shirt, as selected by SacRT or the employee for the applicable group. Employees have the option to choose either long or short sleeve shirts or any combination of long and short sleeve shirts, and a variety of colors, where applicable, with a combined total equaling 11 shirts. The uniforms must be supplied on a cycling system where there are always 5 uniforms being cleaned and 6 uniforms ready for wear. Rental and laundry charges for the uniforms are on a flat rate of 5 uniforms per week, per employee, whether turned in or not.

5.8 INCLUSIVE/FIXED PRICING

The prices quoted for each year of the Contract will remain fixed during the Contract year. With the exception of applicable state and local taxes, the prices quoted for each year must be inclusive of all charges required to provide the rental and laundry services specified. Other than those items specifically allowed on the bid pricing forms or in these Technical Specifications, SacRT will not be responsible for any other charges, including, but not limited to, charges for alterations, start up fees, repairs, replacements, ironing, measuring fees, pickup/delivery, preparations charges, conversion costs, fuel surcharges, disposal, and/or environmental fees. Additional fees or cost differentials for sizes petite small through 4XL are **not** allowed. See Attachments A and B for estimated size distribution, for bidding purposes only.

5.8 VACATIONS, EXTENDED ABSENCES

Weekly uniform rental charges will not apply if an employee is absent from work for a period of time of five calendar days or greater due to vacation, illness or leave of absence. In the event of an extended period of absence, SacRT or Contractor may request that the employee's uniform be removed from the rental agreement and returned to Contractor. Contractor may not impose a charge for resuming service upon the employee's return.

5.9 COSTS UPON TERMINATION OR EXPIRATION

Upon termination or expiration of the Contract, SacRT will meet with Contractor to review the count and condition of all rental garments/laundry items being returned to Contractor. With the exception of any rental garments or laundry items lost or damaged beyond normal wear and tear, there will be no cost to SacRT upon termination or expiration of the Contract, including early termination of the Contract pursuant to the General Conditions related to termination for convenience or breach. SacRT's cost to replace lost or damaged garments or laundry items upon expiration or termination will be in accordance with Section 5, above.

5.10 ESTIMATED QUANTITIES AND NEW DELIVERY LOCATIONS

The quantities shown on the Bid pricing forms are SacRT's best estimate of the quantities of garments/items that may be required. During the term of the Contract, SacRT's operations and needs may change. SacRT has the right to increase or decrease the quantities shown on the Bid Pricing Form. SacRT will have the right to cancel any of the garments/items bid if the garments/items are no longer required to support operational needs. Changes in quantities or deletion of items will not affect the unit prices quoted on the Bid Pricing Form. In addition, SacRT may require service to additional locations during the term of this Contract. For any new location that is added and is within a 30-mile radius of SacRT's facility at 1400 29th Street, Contractor must provide service to the new location at no additional cost. Delivery to locations beyond this radius may be subject to an equitable adjustment in the Contract pricing, subject to documentation by Contractor of increased cost due to the remote location.

5.11 BILLING

Contractor must provide a separate weekly invoice for each delivery location. The invoice must be easy to understand and clearly identify the delivery location, as well as the quantities and types of garments/items delivered during the billing period. Purchase order number must be included on all invoices.

5.13 DELIVERY LOCATIONS

Bus Maintenance, 1323 28th Street, Sacramento, CA 95816

Approximately 120 employees – Garment deliverables to this location will be primarily coveralls but will also include shirts and pants.

Light Rail Maintenance, 2700 Academy Way, Sacramento, CA 95815

Garment deliverables to this location will be shirts and pants.

Light Rail Wayside, 2750 Academy Way, Sacramento, CA 95815

Garment deliverables to this location will be fire resistant (FR) arc-flash rated pants and long sleeved shirts.

Light Rail Heavy Repair, 2760 Academy Way, Sacramento, CA 95815

Garment deliverables to this location will be shirts and pants.

Approximately 90 employees total at all three Light Rail facilities.

E-Tran (Elk Grove) Maintenance, 10250 Ironrock Way Suite 200, Elk Grove, CA 95624

Approximately 25 employees – Garment deliverables to this location will be primarily shirts and pants with safety striping but will also include some coveralls.

5.14 DELIVERY LOCATIONS FOR OPTIONAL SERVICES

If exercised, the delivery locations for the optional uniforms and mats will be as follows:

- A. 1400 29th Street, Sacramento CA 95816
- B. 1225 R Street, Sacramento CA 95812 (mats only)
- C. 3701 Dudley Blvd, McClellan CA 95652

Approximately 32 Facilities employees would be served with the optional services.

5.15 WORK SHIRT SPECIFICATIONS

Fabric: 100% cotton – 6oz. per square yard or 100% cotton fire resistant (FR) and arc-flash rated, as specified in Section 5.1 for the applicable employee group.

Color: Manufacturer's standard light blue, international orange or navy, as selected by or required for the applicable division Navy blue for fire resistant (FR) and arc-flash rated.

Stitching: 100% spun polyester, cotton or fire resistant (FR) and arc-flash rated – coated polyester, as specified in Section 5.1 for the applicable group, colored to match shirt color. Eight to 12 stitches per inch, bar tacked at points of strain.

Style: Employee's choice of long or short sleeve, 2 patch pockets, button front, (snaps on cuff and collar are acceptable) in any combination up to 15 shirts.

5.16 DENIM JEANS AND WORK PANTS SPECIFICATIONS

Fabric: 100% cotton pre-shrunk medium blue denim 13 ³/₄ to 14 ³/₄ oz. or 100% cotton pre-shrunk classic navy work pants with safety striping or 100% cotton fire resistant (FR) and arc-flash rated as specified in Section 5.1 for the applicable group.

Style: Classic fit straight leg or women's specific fit/style, 5 jean style pockets with belt loops, metal button closure and heavy-duty brass ratcheting zipper. Felled seams.

Stitching: Heavy-duty polyester threads, bar tacked at all stress points locations, or fire resistant (FR) and arc-flash rated, as specified in Section 5.1 for the applicable group,.

5.17 COVERALL SPECIFICATIONS

Coveralls must be 100% pre-shrunk light blue or navy cotton twill or herringbone or equivalent fire resistant garment, minimum 8 oz., with bi-swing back, concealed rust proof buttons or snaps, hemmed sleeves and cuffs, 2 chest patch pockets, 2 patch hip pockets, and a minimum of 1 sewn in pocket with swing pocket.

5.18 WORK JACKET SPECIFICATIONS

SacRT may purchase work jackets from Contractor on an as-needed basis. Work jackets must be available in regular and tall sizes. Work jackets must be hip length, twill jacket, with solid brass zip front closure and two front lower pockets, a left sleeve pocket for pens/small tools, button cuffs, and 100% polyester quilted lining. Body fabric must be pre-cured, soil release, preshrunk, 65/35 poly/combed cotton twill, machine washable, navy blue color and sizing from medium to 6XL. Contractor must include the cost of attaching SacRT or E-Tran logos and employee name patches in the bid price for the jackets. Work jackets purchased for Bus Maintenance and E-Tran must include reflective striping. Contractor must include the cost of attaching reflective striping in the bid price for the jackets.

Attachment A
Estimated Size Distribution – For Bidding Purposes Only
BUS MAINTENANCE

COVERALLS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
38	1	15	15
40	2	15	30
42	5	15	75
44	16	15	240
46	21	15	315
48	16	15	240
50	15	15	225
52	11	15	165
54	2	15	30
56	1	15	15
58	4	15	60
60	2	15	30
62	1	15	15
64	2	15	30
70	1	15	15

PANTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
32x32	4	15	60
34x32	3	15	45
34x34	3	15	45
36x28	1	15	15
38x30	1	15	15
38x32	1	15	15
38x36	1	15	15
40x30	2	15	30
40x32	1	15	15
40x34	1	15	15
44x34	1	15	15

SHIRTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
Large	7	15	105
X Large	9	15	135
2X Large	0	0	0
3X Large	3	15	45

Note: Count estimates include pants/shirt for 8 women.

Attachment B
Estimated Size Distribution – For Bidding Purposes Only
E-TRAN (ELK GROVE)

COVERALLS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
38	1	15	15
40	1	15	15
42	1	15	15
44	1	15	15
46	1	15	15
48	4	15	60
50	4	15	60
52	4	15	60
54	1	15	15
56	1	15	15
58	1	15	15
60	2	15	30
62	0	15	0
64	2	15	30
70	1	15	15

PANTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
30x32	2	15	30
31x30	2	15	30
32x32	1	15	15
34x30	2	15	30
34x32	1	15	15
34x34	1	15	15
36x28	1	15	15
36x30	2	15	30
36x32	2	15	30
38x30	3	15	45
38x32	1	15	15
38x36	1	15	15
40x30	2	15	30
40x32	1	15	15
40x34	1	15	15
44x30	2	15	30

SHIRTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
Large	6	15	90
X Large	6	15	90
2X Large	6	15	90
3X Large	6	15	90
4X Large	1	15	15

Attachment C
Estimated Size Distribution – For Bidding Purposes Only
LIGHT RAIL

PANTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
30x30	1	15	15
32x30	3	15	45
32x32	3	15	45
32x34	2	15	30
34x26	1	15	15
34x30	7	15	105
34x32	4	15	60
34x34	3	15	45
36x30	9	15	135
36x32	9	15	135
36x34	1	15	15
36x36	3	15	45
38x28	1	15	15
38x30	9	15	135
38x32	6	15	90
38x34	3	15	45
38x38	1	15	15
40x30	4	15	60
40x32	4	15	60
40x34	1	15	15
42x28	1	15	15
42x30	2	15	30
42x32	3	15	45
42x34	1	15	15
42x36	1	15	15
44x30	1	15	15
44x32	1	15	15
44x34	1	15	15
50x30	2	15	30
52x30	1	15	15
52x32	1	15	15

SHIRTS

Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
Medium	10	15	150
Large	22	15	330
X Large	33	15	495
2X Large	20	15	300
3X Large	3	15	45
4X Large	1	15	15
5X Large	1	15	15

Note: Count estimates include pants/shirts for 5 women.

Attachment D

Estimated Size Distribution – For Bidding Only Optional Facilities Worker Services

SHIRTS			
Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
Medium	2	11	22
Large	5	11	55
X Large	14	11	154
2XL-5XL	8	11	88
Women's Medium	1	11	11
Women's 2XL-5XL	2	11	22

PANTS			
Size	Estimated Number of Employees per Size	Number of Units Per Employee	Total Quantity Estimated
Sizes vary from 32 x 34 to 56 x 32"	32	11	352

6.0 BID FORMS

BID FORMS (to be submitted with bid)

Bid Form 6.1	Bid Declaration
Bid Form 6.2	Bid Pricing Form
Bid Form 6.3	Receipt of Addenda
Bid Form 6.4	List of Principals and Officers
Bid Form 6.5	Interests and Gratuities Certification
Bid Form 6.6	SBE Participation Certification
Bid Form 6.7	Certificate of Compliance With Drug-Free Workplace Act

BID DECLARATION

NAME OF BIDDER: _____ **TELEPHONE:** _____

Type of Business: () Corporation What State? _____ () Individual
() Individual doing business using a firm name () Partnership
() Limited Liability Company () Other

Bidder's Federal Identification Number _____

The undersigned certifies, on behalf of Bidder that: the only persons or parties interested in this bid as principals are those named herein as Bidder; that this bid is made without collusion with any other person, firm, or corporation; in submitting this Bid, Bidder has examined the Invitation for Bid, including the Technical Specifications; Bidder proposes and agrees if this Bid is accepted, Bidder will execute and fully perform the Contract for which bids are called, according to the requirements as therein set forth, and that Bidder will accept in full payment therefor the unit prices set forth in the attached Bid Pricing Form.

Signature of Bidder

Address

Printed name of Bidder

City, State, Zip

Title

Phone/Fax Number

Date

Email

PLEASE READ CAREFULLY BEFORE SIGNING

This form must be signed by an authorized corporate officer, partner, or individual submitting the Bid in accordance with the following instructions. If the Bidder is:

1. An individual using a firm name, sign: "John Doe, an individual doing business as Blank Company."
2. An individual doing business under his/her name, sign: your name only.
3. A partnership, sign: "John Doe and Richard Doe, partners doing business as Blank Company, by John Doe, partner."
4. A corporation, sign: "Blank Company, by John Doe, Secretary," and the State in which it is incorporated. An individual who is not a corporate officer must supply, with the Bid, documentation of authorization to sign on behalf of the corporation or company.

**BID PRICING FORM
FOR
UNIFORM RENTAL AND LAUNDRY SERVICE**

IDENTIFICATION OF BIDDER

Full and Correct Name of Bidder: _____

Social Security or Federal I.D.#: _____

Principal Business Address: _____

Tel./FAX No. _____

The undersigned Bidder submits this Bid to SacRT in accordance with SacRT's Invitation for Bid. The undersigned further agrees that this Bid constitutes a valid firm offer which must not be withdrawn for a period of 90 days after the date of Bid Opening. Bidder must enter a price for each Bid Item. Partial Bids may result in rejection of the Bid as nonresponsive. Bids must be quoted exclusive of applicable California State and local sales taxes. Bidders possessing a valid California Seller's Permit (In-State sales) or California Certificate of Registration - Use Tax (Out-of-State sales) must provide their Permit/Registration number with the bid. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price, excluding sales tax.

NAME OF BIDDER: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

**YEAR 1 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
BUS MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of Contract award based on the Total Bid Price.

Item	Description	Weekly Rate (15 total sets, rotated weekly)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person, 15 set total per employee)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person, 15 sets total per employee)	\$ _____	x	100	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	150	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	2200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	9	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	5	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	5	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	10	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	10	x12	=	\$ _____

14 Purchase Work Jacket with Reflective Striping \$ _____ x 2 x12 = \$ _____

YEAR 1 ANNUAL COST - BUS MAINTENANCE - BID ITEM 1 \$ _____

**YEAR 2 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
BUS MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	100	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	150	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	2200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	9	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	5	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	5	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	10	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	10	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	2	x12	=	\$ _____

YEAR 2 ANNUAL COST - BUS MAINTENANCE – BID ITEM 2 \$ _____

**YEAR 3 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
BUS MAINTENANCE**

Part A.

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	100	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	150	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	2200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	9	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	5	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	5	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	10	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	10	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	2	x12	=	\$ _____

YEAR 3 ANNUAL COST - BUS MAINTENANCE - BID ITEM 3 \$ _____

**YEAR 4 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
BUS MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	100	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	150	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	2200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	9	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	5	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	5	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	10	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	10	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	2	x12	=	\$ _____

YEAR 4 ANNUAL COST - BUS MAINTENANCE - BID ITEM 4 \$ _____

**YEAR 5 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
BUS MAINTENANCE**

Part B.

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	100	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	150	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	2200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	9	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	5	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	5	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	10	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	10	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	2	x12	=	\$ _____

YEAR 5 ANNUAL COST - BUS MAINTENANCE - BID ITEM 5 \$ _____

**YEAR 1 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
E-TRAN (ELK GROVE)**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	20	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	50	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	3	x52	=	\$ _____
	4' x 6'	\$ _____	x	3	x52	=	\$ _____
	3' x 10'	\$ _____	x	2	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	2	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	2	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	6	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	2	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	2	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	1	x12	=	\$ _____

YEAR 1 ANNUAL COST – E-TRAN (ELK GROVE) - BID ITEM 6 \$ _____

**YEAR 2 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
E-TRAN (ELK GROVE)**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	20	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	50	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	3	x52	=	\$ _____
	4' x 6'	\$ _____	x	3	x52	=	\$ _____
	3' x 10'	\$ _____	x	2	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	2	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	2	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	6	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	2	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	2	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	1	x12	=	\$ _____

YEAR 2 ANNUAL COST – E-TRAN (ELK GROVE) - BID ITEM 7 \$ _____

**YEAR 3 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
E-TRAN (ELK GROVE)**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	20	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	50	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	3	x52	=	\$ _____
	4' x 6'	\$ _____	x	3	x52	=	\$ _____
	3' x 10'	\$ _____	x	2	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	2	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	2	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	6	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	2	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	2	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	1	x12	=	\$ _____

YEAR 3 ANNUAL COST – E-TRAN (ELK GROVE) - BID ITEM 8 \$ _____

**YEAR 4 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
E-TRAN (ELK GROVE)**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	20	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	50	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	3	x52	=	\$ _____
	4' x 6'	\$ _____	x	3	x52	=	\$ _____
	3' x 10'	\$ _____	x	2	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	2	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	2	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	6	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	2	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	2	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	1	x12	=	\$ _____

YEAR 4 ANNUAL COST – E-TRAN (ELK GROVE) - BID ITEM 9 \$ _____

**YEAR 5 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
E-TRAN (ELK GROVE)**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	20	x52	=	\$ _____
2	100% Cotton Coverall (7 Changes/Week/ Person)	\$ _____	x	20	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - Glass Cleaning	\$ _____	x	50	x52	=	\$ _____
4	#2 Red Shop Towel	\$ _____	x	200	x52	=	\$ _____
5	Terry Towels	\$ _____	x	200	x52	=	\$ _____
6	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	3	x52	=	\$ _____
	4' x 6'	\$ _____	x	3	x52	=	\$ _____
	3' x 10'	\$ _____	x	2	x52	=	\$ _____
7	Dust Mop (36")	\$ _____	x	2	x52	=	\$ _____
8	Dust Mop (48")	\$ _____	x	2	x52	=	\$ _____
9	Large Wet Mop Heads	\$ _____	x	6	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
10	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
11	Laundry NOG Terry Towels	\$ _____	x	100	x12	=	\$ _____
12	Laundry NOG Coveralls	\$ _____	x	2	x12	=	\$ _____
13	Laundry NOG or Contractor Provided Work Jacket	\$ _____	x	2	x12	=	\$ _____
14	Purchase Work Jacket with Reflective Striping	\$ _____	x	1	x12	=	\$ _____

YEAR 5 ANNUAL COST – E-TRAN (ELK GROVE) - BID ITEM 10 \$ _____

**YEAR 1 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
LIGHT RAIL MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	72	x52	=	\$ _____
2	100% Cotton Denim Pants and Shirts, fire resistant (FR) and arc-flash rated (7 Changes/Week/Person)	\$ _____	x	18	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - General Purpose	\$ _____	x	1000	x52	=	\$ _____
4	Microfiber Towel - Glass Cleaning	\$ _____	x	1000	x52	=	\$ _____
5	#2 Red Shop Towel	\$ _____	x	500	x52	=	\$ _____
6	Terry Towels	\$ _____	x	50	x52	=	\$ _____
7	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	11	x52	=	\$ _____
8	Dust Mop (36")	\$ _____	x	6	x52	=	\$ _____
9	Dust Mop (48")	\$ _____	x	6	x52	=	\$ _____
10	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
12	Launder NOG or Contractor Provided Work Jacket	\$ _____	x	5	x12	=	\$ _____
13	Purchase Work Jacket	\$ _____	x	2	x12	=	\$ _____

YEAR 1 ANNUAL COST - LIGHT RAIL MAINTENANCE – BID ITEM 11 \$ _____

**YEAR 2 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
LIGHT RAIL MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	72	x52	=	\$ _____
2	100% Cotton Denim Pants and Shirts, fire resistant (FR) and arc-flash rated (7 Changes/Week/Person)	\$ _____	x	18	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - General Purpose	\$ _____	x	1000	x52	=	\$ _____
4	Microfiber Towel - Glass Cleaning	\$ _____	x	1000	x52	=	\$ _____
5	#2 Red Shop Towel	\$ _____	x	500	x52	=	\$ _____
6	Terry Towels	\$ _____	x	50	x52	=	\$ _____
7	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	11	x52	=	\$ _____
8	Dust Mop (36")	\$ _____	x	6	x52	=	\$ _____
9	Dust Mop (48")	\$ _____	x	6	x52	=	\$ _____
10	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
12	Launder NOG or Contractor Provided Work Jacket	\$ _____	x	5	x12	=	\$ _____
13	Purchase Work Jacket	\$ _____	x	2	x12	=	\$ _____

YEAR 2 ANNUAL COST - LIGHT RAIL MAINTENANCE - BID ITEM 12 \$ _____

**YEAR 3 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
LIGHT RAIL MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	72	x52	=	\$ _____
2	100% Cotton Denim Pants and Shirts, fire resistant (FR) and arc-flash rated (7 Changes/Week/Person)	\$ _____	x	18	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - General Purpose	\$ _____	x	1000	x52	=	\$ _____
4	Microfiber Towel - Glass Cleaning	\$ _____	x	1000	x52	=	\$ _____
5	#2 Red Shop Towel	\$ _____	x	500	x52	=	\$ _____
6	Terry Towels	\$ _____	x	50	x52	=	\$ _____
7	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	11	x52	=	\$ _____
8	Dust Mop (36")	\$ _____	x	6	x52	=	\$ _____
9	Dust Mop (48")	\$ _____	x	6	x52	=	\$ _____
10	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
12	Launder NOG or Contractor Provided Work Jacket	\$ _____	x	5	x12	=	\$ _____
13	Purchase Work Jacket	\$ _____	x	2	x12	=	\$ _____

YEAR 3 ANNUAL COST - LIGHT RAIL MAINTENANCE – BID ITEM 13 \$ _____

**YEAR 4 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
LIGHT RAIL MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	72	x52	=	\$ _____
2	100% Cotton Denim Pants and Shirts, fire resistant (FR) and arc-flash rated (7 Changes/Week/Person)	\$ _____	x	18	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - General Purpose	\$ _____	x	1000	x52	=	\$ _____
4	Microfiber Towel - Glass Cleaning	\$ _____	x	1000	x52	=	\$ _____
5	#2 Red Shop Towel	\$ _____	x	500	x52	=	\$ _____
6	Terry Towels	\$ _____	x	50	x52	=	\$ _____
7	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	11	x52	=	\$ _____
8	Dust Mop (36")	\$ _____	x	6	x52	=	\$ _____
9	Dust Mop (48")	\$ _____	x	6	x52	=	\$ _____
10	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
12	Launder NOG or Contractor Provided Work Jacket	\$ _____	x	5	x12	=	\$ _____
13	Purchase Work Jacket	\$ _____	x	2	x12	=	\$ _____

YEAR 4 ANNUAL COST - LIGHT RAIL MAINTENANCE – BID ITEM 14 \$ _____

**YEAR 5 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
LIGHT RAIL MAINTENANCE**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (7 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (7 Changes/Week/Person)	\$ _____	x	72	x52	=	\$ _____
2	100% Cotton Denim Pants and Shirts, fire resistant (FR) and arc-flash rated (7 Changes/Week/Person)	\$ _____	x	18	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
3	Microfiber Towel - General Purpose	\$ _____	x	1000	x52	=	\$ _____
4	Microfiber Towel - Glass Cleaning	\$ _____	x	1000	x52	=	\$ _____
5	#2 Red Shop Towel	\$ _____	x	500	x52	=	\$ _____
6	Terry Towels	\$ _____	x	50	x52	=	\$ _____
7	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	13	x52	=	\$ _____
	4' x 6'	\$ _____	x	7	x52	=	\$ _____
	3' x 10'	\$ _____	x	11	x52	=	\$ _____
8	Dust Mop (36")	\$ _____	x	6	x52	=	\$ _____
9	Dust Mop (48")	\$ _____	x	6	x52	=	\$ _____
10	Large Wet Mop Heads	\$ _____	x	12	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____
12	Launder NOG or Contractor Provided Work Jacket	\$ _____	x	5	x12	=	\$ _____
13	Purchase Work Jacket	\$ _____	x	2	x12	=	\$ _____

YEAR 5 ANNUAL COST - LIGHT RAIL MAINTENANCE - BID ITEM 15 \$ _____

BID ITEM 16

YEAR 1

REPLACEMENT COST

<u>Description</u>			<u>Estimated</u>		
			<u>Annual Loss</u>		
100% Cotton Denim Pants	\$ _____	Each	10	Each	\$ _____
100% Cotton Shirts, Long or Short Sleeve (Light Blue or International Orange)	\$ _____	Each	15	Each	\$ _____
100% Cotton Denim Pants – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Shirts, Long Sleeve (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Coveralls (Light Blue)	\$ _____	Each	10	Each	\$ _____
Microfiber Towels - General Purpose	\$ _____	Each	300	Each	\$ _____
Microfiber Towels - Glass Cleaning	\$ _____	Each	300	Each	\$ _____
#2 Red Shop Towel	\$ _____	Each	600	Each	\$ _____
Terry Towels	\$ _____	Each	300	Each	\$ _____
Floor Mats – 3’ X 5’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 4’ X 6’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 3’ X 10’	\$ _____	Each	1	Each	\$ _____

Bid Item 16 - Year 1 Total _____

BID ITEM 17**YEAR 2
REPLACEMENT COST**

<u>Description</u>			<u>Estimated Annual Loss</u>		
100% Cotton Denim Pants	\$ _____	Each	10	Each	\$ _____
100% Cotton Shirts, Long or Short Sleeve (Light Blue or International Orange)	\$ _____	Each	15	Each	\$ _____
100% Cotton Denim Pants – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Shirts, Long Sleeve (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Coveralls (Light Blue)	\$ _____	Each	10	Each	\$ _____
Microfiber Towels - General Purpose	\$ _____	Each	300	Each	\$ _____
Microfiber Towels - Glass Cleaning	\$ _____	Each	300	Each	\$ _____
#2 Red Shop Towel	\$ _____	Each	600	Each	\$ _____
Terry Towels	\$ _____	Each	300	Each	\$ _____
Floor Mats – 3’ X 5’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 4’ X 6’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 3’ X 10’	\$ _____	Each	1	Each	\$ _____

Bid Item 17 - Year 2 Total _____

**YEAR 3
REPLACEMENT COST**

<u>Description</u>			<u>Estimated</u>		
			<u>Annual Loss</u>		
100% Cotton Denim Pants	\$ _____	Each	10	Each	\$ _____
100% Cotton Shirts, Long or Short Sleeve (Light Blue or International Orange)	\$ _____	Each	15	Each	\$ _____
100% Cotton Denim Pants – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Shirts, Long Sleeve (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Coveralls (Light Blue)	\$ _____	Each	10	Each	\$ _____
Microfiber Towels - General Purpose	\$ _____	Each	300	Each	\$ _____
Microfiber Towels - Glass Cleaning	\$ _____	Each	300	Each	\$ _____
#2 Red Shop Towel	\$ _____	Each	600	Each	\$ _____
Terry Towels	\$ _____	Each	300	Each	\$ _____
Floor Mats – 3’ X 5’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 4’ X 6’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 3’ X 10’	\$ _____	Each	1	Each	\$ _____

Bid Item 18 - Year 3 Total _____

**YEAR 4
REPLACEMENT COST**

<u>Description</u>			<u>Estimated</u>		<u>Annual Loss</u>
100% Cotton Denim Pants	\$ _____	Each	10	Each	\$ _____
100% Cotton Shirts, Long or Short Sleeve (Light Blue or International Orange)	\$ _____	Each	15	Each	\$ _____
100% Cotton Denim Pants – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Shirts, Long Sleeve (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Coveralls (Light Blue)	\$ _____	Each	10	Each	\$ _____
Microfiber Towels - General Purpose	\$ _____	Each	300	Each	\$ _____
Microfiber Towels - Glass Cleaning	\$ _____	Each	300	Each	\$ _____
#2 Red Shop Towel	\$ _____	Each	600	Each	\$ _____
Terry Towels	\$ _____	Each	300	Each	\$ _____
Floor Mats – 3’ X 5’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 4’ X 6’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 3’ X 10’	\$ _____	Each	1	Each	\$ _____

Bid Item 19 - Year 4 Total _____

**YEAR 5
REPLACEMENT COST**

<u>Description</u>			<u>Estimated</u>		<u>Annual Loss</u>
100% Cotton Denim Pants	\$ _____	Each	10	Each	\$ _____
100% Cotton Shirts, Long or Short Sleeve (Light Blue or International Orange)	\$ _____	Each	15	Each	\$ _____
100% Cotton Denim Pants – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Shirts, Long Sleeve (Navy) – Fire Resistant (FR) and Arc-Flash Rated for Wayside “Line Personnel”	\$ _____	Each	5	Each	_____
100% Cotton Coveralls (Light Blue)	\$ _____	Each	10	Each	\$ _____
Microfiber Towels - General Purpose	\$ _____	Each	300	Each	\$ _____
Microfiber Towels - Glass Cleaning	\$ _____	Each	300	Each	\$ _____
#2 Red Shop Towel	\$ _____	Each	600	Each	\$ _____
Terry Towels	\$ _____	Each	300	Each	\$ _____
Floor Mats – 3’ X 5’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 4’ X 6’	\$ _____	Each	1	Each	\$ _____
Floor Mats – 3’ X 10’	\$ _____	Each	1	Each	\$ _____

Bid Item 20 - Year 5 Total _____

**YEAR 1 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
OPTIONAL SERVICES FOR FACILITIES**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (5 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (5 Changes/Week/Person)	\$ _____	x	32	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
2	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	9	X52		_____
	3' x 5'	\$ _____	x	9	x52	=	\$ _____
	3' x 4'	\$ _____	x	6			_____
	4' x 6'	\$ _____	x	5	x52	=	\$ _____
	3' x 10'	\$ _____	x	4	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____

YEAR 1 ANNUAL COST - FACILITIES – BID ITEM 21 \$ _____

**YEAR 2 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
OPTIONAL SERVICES FOR FACILITIES**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (5 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (5 Changes/Week/Person)	\$ _____	x	32	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
2	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	9	X52		_____
	3' x 5'	\$ _____	x	9	x52	=	\$ _____
	3' x 4'	\$ _____	x	6			_____
	4' x 6'	\$ _____	x	5	x52	=	\$ _____
	3' x 10'	\$ _____	x	4	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____

YEAR 2 ANNUAL COST - FACILITIES – BID ITEM 22 \$ _____

**YEAR 3 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
OPTIONAL SERVICES FOR FACILITIES**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (5 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (5 Changes/Week/Person)	\$ _____	x	32	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
2	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	9	X52		_____
	3' x 5'	\$ _____	x	9	x52	=	\$ _____
	3' x 4'	\$ _____	x	6			_____
	4' x 6'	\$ _____	x	5	x52	=	\$ _____
	3' x 10'	\$ _____	x	4	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____

YEAR 3 ANNUAL COST - FACILITIES – BID ITEM 21 \$ _____

**YEAR 4 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
OPTIONAL SERVICES FOR FACILITIES**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (5 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (5 Changes/Week/Person)	\$ _____	x	32	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
2	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	9	X52		_____
	3' x 5'	\$ _____	x	9	x52	=	\$ _____
	3' x 4'	\$ _____	x	6			_____
	4' x 6'	\$ _____	x	5	x52	=	\$ _____
	3' x 10'	\$ _____	x	4	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____

YEAR 4 ANNUAL COST - FACILITIES – BID ITEM 24 \$ _____

**YEAR 5 BID PRICING FORM
UNIFORM RENTAL AND LAUNDRY SERVICE
OPTIONAL SERVICES FOR FACILITIES**

Bidder hereby agrees to provide the goods and services listed below. Bids must be quoted exclusive of applicable California state and local sales taxes. SacRT will determine the bid amount for purposes of contract award based on the Total Bid Price.

Item	Description	Weekly Rate (5 sets)	x	Est. # Employees	x52 Weeks	=	Annual Cost
1	100% Cotton Denim Pants/100% Cotton Shirts (5 Changes/Week/Person)	\$ _____	x	32	x52	=	\$ _____

Item	Description	Weekly Rate (each)	x	Est. # Per Week	x52 Weeks	=	Annual Cost
2	Floor Mats – Carpet/Rubber Back (Blue or with Safety Message)						
	3' x 5'	\$ _____	x	9	X52		_____
	3' x 5'	\$ _____	x	9	x52	=	\$ _____
	3' x 4'	\$ _____	x	6			_____
	4' x 6'	\$ _____	x	5	x52	=	\$ _____
	3' x 10'	\$ _____	x	4	x52	=	\$ _____

Item	Description	Monthly Rate (each)	x	Est. # Per Month	x12 Months	=	Annual Cost
11	Set up charge to add new employee	\$ _____	x	1	x12	=	\$ _____

YEAR 5 ANNUAL COST - FACILITIES – BID ITEM 25 \$ _____

RECEIPT OF ADDENDA

ADDENDA RECEIVED (If none received, write "None Received".)

Addendum No. _____

Date Received: _____

Addendum No. _____

Date Received: _____

Addendum No. _____

Date Received: _____

Addendum No. _____

Date Received: _____

Date: _____

Signature: _____

Title: _____

INTERESTS AND GRATUITIES CERTIFICATION

Contractor, by its signature below, certifies that except as disclosed below, Contractor, its officers, employees and their immediate families have not offered or given a gratuity in any form including, without limitation, entertainment, favors, loans, gifts or anything of greater than nominal value for any reason including personal, non-business related reasons to any SacRT officer or employee or their immediate families within the preceding 12 months. For the purpose of this section, nominal value means anything: (1) having an aggregate value of \$35.00 or less per year; or (2) any perishable item (flowers or food) of any value except that prepared meals are subject to the \$35.00 limit. A campaign contribution is not a gratuity and is not the subject of this Certification.

Contractor further certifies that except as disclosed below, Contractor, its officers, employees and their immediate families presently have no interest nor within the preceding 12 months had any interest including, without limitation, any business or personal relationship that would appear to conflict with the performance of services required to be performed under this Contract. Disclosable interests and relationships are those that may reasonably be viewed as creating a potential or actual conflict of interest.

Contractor

BY: _____

DATE: _____

SBE PARTICIPATION CERTIFICATION
LISTING OF SBE PRIME AND/OR SUBCONTRACTOR

Bidders must submit this form to be eligible for a 10% SBE point preference for this Contract. To be eligible for the preference, Bidder must (1) certify to SacRT that it is a Small Business; or (2) include in its Bid this certification to SacRT that it commits to subcontract at least 25% of its Net Bid Price with one or more certified Small Business(es) and complete the list below of the Small Business(es) it commits to subcontract with for a Commercially Useful Function in the performance of the Contract.

1. **Prime Bidder Information:**

Name of Prime Bidder: _____
 Identify Bidder current certification status: **SBE** _____ or **Not SBE** _____ (If Not SBE, go to Item #2)
 Provide Name of SBE Certifying Agency and Date and/or Number of Current Certification: _____

2. If no subcontractor will be used, skip to the certification below. Otherwise, list all subcontractor for this Contract. (Attach additional pages if necessary).

Subcontractors Name, Address, and Phone Number	Name of SBE Certifying Agency; Date/or Number of Current Certification; Or NONE	Work Performed or Goods Provided by Subcontractor for This Contract	Dollar Amount of Work to be performed by Subcontractor	Corresponding % of Bid Price to be Paid Subcontractor

I certify under penalty of perjury that the information provided is true and correct.

By: _____ Print Name: _____ Date: _____ Page ____ of ____

CERTIFICATE OF COMPLIANCE WITH DRUG-FREE WORKPLACE ACT

COMPLIANCE WITH DRUG-FREE WORKPLACE ACT

Bidder certifies that it:

_____ Has a Drug-Free Workplace program in accordance with the provisions of the Drug-Free Workplace Act of 1988;

OR

_____ Will establish a Drug-Free Workplace program in accordance with the provisions of the Drug-Free Workplace Act of 1988 prior to commencement of work on property owned or controlled by SacRT.

Firm: _____

Name: _____

Signature: _____

Title: _____

Telephone Number: _____

Date of execution: _____

Please note: Form must be executed by an authorized officer of the firm. Please choose only one option above.